



## Group Home Administrator

**Department:** Youth Group Home

**Class Code:** 4216

**EEO Code:** 21

**FLSA:** E

**Effective:** 01/04/1998

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### **GENERAL STATEMENT OF DUTIES:**

Under general direction; performs work of considerable difficulty in planning, directing, administering and coordinating all activities of the Youth Group Home; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Manages and supervises activities of the Youth Group Home; meets with County, court and State personnel to insure legal requirements including policy and procedure are fulfilled; develops and revises policies and procedures; prepares and revises budget; manages daily operations of facility; coordinates activities of admission committee; oversees development and implementation of individual service plans; reviews progress of plans; assists in coordinating services for residents with various agencies; hires, trains, schedules, supervises and evaluates full-time staff; schedules and conducts in-service meetings and staff meetings; alternates working on-call with the Assistant Administrator to handle problems or emergencies during off-hours; prepares reports and documents; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of the theory, principles and techniques of operating a community based group home; of counseling procedures and techniques with socially and emotionally maladjusted youth; of human development and learning processes; of the principles and practices of personnel administration; of funding sources, budgeting and grant application procedures; of safety principles and techniques.

Considerable skill in administering the activities of a group home program; in developing programs for residents; in planning, organizing and directing the work of subordinate staff;

Ability to communicate effectively, both orally and in writing; to successfully complete certification in First Aid, CPR, physical restraint, and medication aid; to establish and maintain effective working relationships with residents, parents, County personnel, and the

### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in Human Services or related field and some master's level course work; and five years of progressively responsible experience in a residential setting including two years of supervisory experience; or an equivalent combination of training and experience. Must possess a valid Virginia vehicle operator's license.

### **ADDITIONAL REQUIREMENTS:**

Must pass a background investigation.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.